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## **FIREARMS APPLICATION AND REGISTRATION SYSTEM (FARS) INSTRUCTIONS**

**Step 1:** Visit this website. You **MUST** enter the site address as follows: [www.njportal.com/NJSP/fars](http://www.njportal.com/NJSP/fars)

**Step 2:** Applicants residing in Elk Township must use our ORI # **NJ0080400**. (You will not be able to complete the FARS online application without the proper ORI#)

**Step 3:** Complete the online application process using your full legal name, your full social security number, your NJ driver's license number, and your State Bureau of Investigation (SBI) number if applicable. If you complete the application using a smartphone, mobile device, laptop, or desktop computer, you will need to be able to print the IDENTGO Fingerprint Form. If you fail to print the form, contact the Elk Township Police Department and provide the FARS contributor case # that begins with "NJ008040\_\_\_\_", at which time you will be provided with instructions regarding how to obtain the IDENTGO Fingerprint Form.

**Step 4:** When completing the application you will need the email address of two (2) reputable references. Your references **CAN** be family members. Please advise your references that the FARS system will email them the reference questions to be answered. Your references can complete the questions using a smartphone, mobile device, laptop, or desktop computer. Please advise them to complete the questions immediately to progress your background investigation.

\*The on-line application is applicant driven. Please ensure that you have entered the best phone numbers and email addresses for yourself and your references.

\*If an **INITIAL** applicant applied for a firearms identification card and forgot to apply for pistol purchase permits, the applicants must re-apply for the pistol purchase permits **AFTER** their initial application is processed and approved.

\*If you have lived outside of the State of New Jersey within the past ten (10) years, you will need to appear at the Elk Township Police Department and complete an Out-of-State Mental Health Consent Form.

\*You will be receiving automated email updates throughout this new process, up to and including the approval/denial of your application. **DO NOT CONTACT OR APPEAR AT THE ELK TOWNSHIP POLICE DEPARTMENT UNTIL ADVISED TO DO SO. A STATION REPRESENTATIVE WILL CONTACT YOU TO RETRIEVE YOUR FID CARD AND/OR PISTOL PURCHASE PERMIT DOCUMENTS.**

Any questions regarding the new application process can be directed to the Elk Township Police Department (856) 881-6688.